United Nations ST/IC/1999/10

Secretariat

28 January 1999

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **1999 competitive examination for Spanish editors, translators and verbatim reporters**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the competitive examination for Spanish editors, translators and verbatim reporters in 1999, in accordance with the provisions of ST/AI/1998/7 of 23 March 1998.

2. A competitive examination for Spanish editors, translators and verbatim reporters will be held on 10, 11 and 12 May 1999 in New York, Geneva, Vienna, Madrid, Santiago and other locations according to the number and location of qualified candidates convoked for the examination. The purpose of this examination is to establish rosters from which present and future vacancies for Spanish editors, translators or verbatim reporters will be filled. When a vacancy occurs, successful candidates will be recruited from the roster in overall ranking order, subject to the requirements of the services in terms of expertise and language combinations.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or to special missions are considered outside candidates for the purpose of this examination. Such candidates, if successful, will be offered a new appointment with the United Nations subject to normal United Nations recruitment procedures and standards. Staff members who are successful in the examination and are selected for inclusion in the roster will be assigned to fill vacancies for Spanish language posts as they occur in editorial, translation and verbatim reporting services in the Department of General Assembly Affairs and Conference Services of the United Nations Secretariat in New York and in editorial and translation services in the United Nations Office at Geneva and the United Nations Office at Vienna. Assignments are subject to rotation and successful candidates may thereafter be called upon to serve at other duty stations in Africa, Asia, Europe, Latin America and the Caribbean

* Expiration date of the present circular: 30 June 2000.

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and Headquarters according to the needs of the Organization. Successful candidates are expected to serve a **minimum of five years** in language posts. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 10 to 13 below.

4. Staff members of the Secretariat applying for the examination must:

(a) Have Spanish as their main language;[1]

(b) Have a perfect command of Spanish and an excellent knowledge of English and one of the other official languages of the United Nations (Arabic, Chinese, French or Russian). The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For this purpose, staff members should attach to their application either a photocopy of a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which Spanish is the language of instruction **or** hold a university degree from a recognized school of translation.

5. The requirement for a university degree or its equivalent from a university or institution of equivalent status mentioned in paragraph 4 (c) may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is Spanish, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

6. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final.**

7. The written examination will consist of translation, editing and verbatim parts and detailed instructions will be given on each of the papers. The examination will last three days:

(a) The translation part will consist of four papers:

(i) Translation into Spanish of a general text in English (three hours, morning of 10 May 1999). It should be noted that this paper is eliminatory. Only candidates who are successful in this paper will have their other papers in the translation, editing and verbatim parts marked;

(ii) Translation into Spanish of one text chosen by the candidates from a total of four texts, one in each of the official United Nations languages other than Spanish and English (two hours, afternoon of 10 May 1999);

(iii) Summary in Spanish of a speech in English (two hours, morning of 11 May 1999);

(iv) Translation into Spanish of two English texts to be chosen by the candidate from a total of five specialized texts (economic, legal, scientific, social and technical) (three hours, afternoon of 11 May 1999);

(b) The editing part will consist in editing two texts in Spanish, that is, a general text and a United Nations resolution (three hours, morning of 12 May 1999);

(c) The verbatim reporting part will consist in editing a speech in Spanish into conformity with the original English text, which will be made available to the candidates, and editing a speech in Spanish (three hours, afternoon of 12 May 1999).

The use of a dictionary or any other reference material will **not** be permitted during the examination.

8. On the basis of the results of the written examination, the Board of Examiners will invite selected candidates to an interview, which is projected to take place in the course of July or August 1999. The Board will interview the selected candidates to assess general culture, professional experience, knowledge of the United Nations and of current events, personality, willingness to serve at any duty station, adaptability to the prevailing working conditions in the Spanish language services and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited for an interview **should not** assume that they will be offered an assignment.

9. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are **not** subject to appeal. The Board **does not** release individual scores or results. When a vacancy occurs, successful candidates will be recruited from the roster in overall ranking order, subject to the requirements of the services in terms of expertise and language combinations.

10. Staff members selected to fill vacancies will be assigned as Spanish editors, translators or verbatim reporters for a trial period of two years. During that period, following on-the-job training if necessary, successful candidates should be prepared to use a computer workstation and to operate a dictaphone. In addition, in order to be confirmed as a verbatim reporter or as an editor, successful candidates would need to have word-processing skills or to acquire them following on-the-job training during the two-year trial period.

11. During that same trial period, staff members will receive professional training designed flexibly so as to permit their reassignment, if warranted, based on their preference and demonstrated aptitude for a given language function. Staff members below the P-2 level or who are in the General Service category will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels. In the case of assignments to posts in services away from Headquarters, successful candidates will normally be required to spend the first six months of their trial period in the corresponding service at Headquarters.

12. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the respective language department and the Office of Human Resources Management may be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

13. In accordance with the needs of the service/section, successful candidates may be called upon to work outside normal working hours, including weekends and holidays.

14. Staff members applying for the examination should complete the attached form and submit it, **not later than 19 March 1999,** to:

1999 Competitive Examination for Spanish Editors, Translators
and Verbatim Reporters
Examinations and Tests Section
Specialist Services Division
Office of Human Resources Management
Room S–2590–A
United Nations Secretariat
New York, N.Y. 10017
Fax No: (1-212) 963-3683

Applications received after the above deadline will not be considered.

15. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their applications directly to the Specialist Services Division of the Office of Human Resources Management through the chief administrative officer or director of the United Nations information centre of their respective duty stations by **19 March 1999,** the deadline for receipt of applications in the Specialist Services Division.

16. Staff members may obtain copies of model examination papers from the Examinations and Tests Section, room S–2560–L, United Nations Secretariat, New York, N.Y. 10017. Staff members working at the United Nations Office at Geneva may obtain copies of model examination papers from the Training and Examinations Section, room 4, Le Bocage.

Notes

[1] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to Spanish as their main language must be supported by relevant documentation in their official status files.

Application

1999 competitive examination for Spanish editors, translators and verbatim reporters[1]

Index No.[2] ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Sex: Male ☐☐ Female ☐☐

Date of entry on duty: Month ☐☐ Year 19 ☐☐

Type of contract: _____ Expiration date: _____

Department/office:[3] _____ Duty station: _____

Room No. _____ Tel. extension _____ Fax extension _____ E-mail _____

Have you taken this examination before? Yes ☐ in 19 ☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ in 19 ☐☐ No ☐

If yes, which examination(s)? _____

What is your main language?[4] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

A. Knowledge of other languages[5]

Language(s)	*United Nations language programme (indicate highest level and date)*	*Courses taken at other institutions (name and location)*

B. Indicate your ability in each of the languages mentioned above

	Read		*Understand*		*Speak*		*Write*	
Language	*Easily*	*Not easily*	*Easily*	*Not easily*	*Fluently*	*Not fluently*	*Easily*	*Not easily*

C. University degree or equivalent or post-secondary educational qualifications [6]

Name of institution, place and country	*Language of instruction*	*Attended from/to*		*Degree[6] or equivalent*	*Main field of study*
		month/year	*month/year*		

D. Secondary school qualifications

Name of institution, place and country	*Language of instruction*	*Attended from/to*		*Certificate or equivalent[6]*	*Main field of study*
		month/year	*month/year*		

E. Describe work experience (giving dates and length of time) in editing, translation, verbatim reporting or related fields, if any.

_____

_____

_____

_____

_____

I certify that the information I have provided above is correct to the best of my knowledge and believe.

Date: _____ Signature: _____

I have read information circular ST/IC/1999/10, and I understand that, if I am successful in the 1999 competitive examination for Spanish editors, translators and verbatim reporters and recommended for inclusion in the roster, my assignment as a Spanish editor, translator or verbatim reporter will be subject to my acceptance of the conditions of service indicated in paragraphs 10 to 13 of that circular.

Date: _____ Signature: _____

Notes

[1] Staff members applying for this examination **must complete this section.** In addition, staff members **must attach** written proof of claimed secondary educational qualifications from establishments at which Spanish is the principal language of instruction. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G to P examination for promotion to the Professional category or another language examination. Applications that are incomplete or do not include essential information or documentation will be returned to the staff member **for completion and resubmission within the deadline for receipt of applications** in the Specialist Services Division. In this connection, staff members are informed that extensions for receipt of applications in the Specialist Services Division will **not** be granted. Therefore, staff members are advised to submit their applications without delay.

[2] Appears normally on your monthly salary statement and personnel action (P-5) forms. If not, please contact your Human Resources Officer to obtain your number.

[3] Please indicate department/office, e.g. Department of General Assembly and Conference Services, Economic Commission for Europe, United Nations Conference on Trade and Development, United Nations Office at Geneva, United Nations Office at Vienna or other (specify).

[4] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to Spanish as their main language must be supported by relevant documentation in their official status files.

[5] Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 4 (b) of information circular ST/IC/1999/10.

[6] Give exact name and title in original language. Do not translate or equate.